

**NOTICE OF VACANCY  
September 16, 2021**

**POSITION:** Senior Library Assistant Circulation Substitute L-3

**DEPARTMENT:** Library

**SALARY RANGE:** \$16.32 - \$22.27 hourly

**HOURS:** Hours Vary – evening and weekend availability required.  
Availability must include shifts on at least two Saturdays per month in July and August and two Sundays per month September - June

**Position Purpose:**

Works under the direction of the Circulation Supervisor, and/or her/his assistants. May be scheduled to work at the Main Library, the McAuliffe Branch Library, or the Bookmobile.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Frequent contact with the public requires the exercise of tact, diplomacy and flexibility.
- Resolves patron circulation problems; refers complex problems to supervisor.
- May prepare and lead book discussions.
- May assist with audiovisual services.
- Performs a variety of circulation duties, including patron registration, checking in and checking out library materials, collecting overdue fines, and placing reserves.
- Does reader's advisory, performs secondary reference at the Information Desk and Periodicals Department, and answers location questions.
- Performs various clerical functions associated with maintenance of and access to the library collections.
- Facilitates interchange of materials between the Main Library and branch. Weeds and straightens shelves.
- May assist in book discussion work and the preparation of booklists.
- Participates in meetings, making recommendations for improvements in service. Updates, retrieves and interprets data in the library's automated systems.
- Performs other duties as assigned.

## **Recommended Minimum Qualifications:**

### **Education, Training and Experience:**

High school graduation. Two years public service experience, library experience preferred. Ability to deal well with people, exercise good judgment, work well under pressure. Tact, diplomacy, flexibility and Organizational skills a must. Experience and comfort with computers. Familiarity with Spanish or Portuguese desirable.

### **Job Environment:**

Must be capable of operating miscellaneous tools and office equipment relative to this position which shall include, but may not be limited to: computers, copiers, fax machines and calculators. Time spent standing, walking and sitting. Lifting, pushing/pulling, or carrying of objects weighing up to 25 pounds with occasionally a maximum of 40 pounds. Climbing, stooping, kneeling, crouching, crawling, twisting and bending. Repetitive movements of the hands. Communicate effectively with others, orally and in writing.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

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